



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, September 12, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:05 p.m. on Monday, September 12, 2011 in the City Hall 5<sup>th</sup> floor large conference room by Chair Art Butler.

### Present:

Art Butler  
Bob Gordon  
Cynthia Baca  
Norman Powell  
Sonya Dew  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Erin House  
Jackalyn Rawlings

### Unexcused Absence:

Robin Treen  
Woodie Rucker-Hughes

### Guests:

Brent Mason – Finance Director  
Ennette Morton – Museum Director  
Miriana Gonzalez – Sr. HR Analyst  
Mylene Daniels – Business Systems Analyst

**Public Comment Period:** No comments made.

### A. Approval of June 06, 2011 Minutes

Approved: Bob Gordon  
Second: Sonya Dew  
Ayes: All

### B. Agenda Items

#### 1. Departmental Presentation – Ennette Morton, Museum Director

- A verbal overview of the Museum was provided to the Human Resources Board by Museum Director Ennette Morton. Handouts presented included an organizational chart and brochure of scheduled events.
- Museum Director Ennette Morton informed the Board that the Museum is a member of American Association of Museums (AAM) .
- Ms. Morton informed the Board that the Museum has an internship program with RUSD and Alvord Unified School Districts. She also indicated that Museum Curators work closely with teachers on developing curricula for science and history.
- The HR Board commended Ms. Morton for presenting an outstanding presentation.

## **2. Safety Presentation – Brent Mason, Finance Director**

- Finance Director Brent Mason presented the Board with a PowerPoint presentation regarding the City's Safety Program.
- Mr. Mason informed the Board of the various safety trainings that City employees must attend while employed. He also stated that a Safety Officer is present each month at New Employee Orientation.
- Finance Director Brent Mason informed the Board that there is a Safety Recognition Program in draft form to reward employees for constructive safety suggestions outside their regular duties.
- Board Member Bob Gordon requested that Mr. Mason provide printed literature on heat related illness. He also inquired whether the City has had any claims on this topic. Finance Director Brent Mason indicated that he would return to the Board with this information once it is gathered.

## **3. Human Resources Updates – Rhonda Strout, Human Resources Director**

- Human Resources Director Rhonda Strout informed the Board that the Human Resources Department has relocated to the 2<sup>nd</sup> floor in City Hall. Ms. Strout also informed the Board of staffing changes that have occurred within the Human Resources Department.
- Director Strout indicated that an outside recruiting firm (Roberts Consulting Group Inc.) has been hired to conduct the City Manager recruitment.
- At a previous meeting Board Member Rucker-Hughes inquired if the City will hire SWEP participants this year. Human Resources Director Rhonda Strout reported back that there are no funds available at the federal level to fund this program.
- Employee Relations Officer Steven Espinoza provided the Board with a verbal overview of employee relations statistics for the 2<sup>nd</sup> quarter of 2011.

## **4. Wellness Presentation – Miriana Gonzalez, Sr. HR Analyst**

- Sr. Human Resources Analyst Miriana Gonzalez gave the Board a PowerPoint presentation on the Wellness Program.
- Ms. Gonzalez informed the Board of the upcoming events that are scheduled for the Wellness Program. Including a Walking Program in spring 2012, 2<sup>nd</sup> Get Fit Challenge in January 2012 and under consideration is an onsite fitness class.

## **5. On-Boarding Presentation – Mylene Daniels, Business Systems Analyst**

- Business Systems Analyst Mylene Daniels gave the Board a PowerPoint presentation on the On-Boarding Forms Project. She indicated that this project converted a majority of the pre-employment paper forms into paperless web based forms.
- Board Member Bob Gordon inquired as to the security of entering personal information in the system.
- Business Systems Analyst Mylene Daniels indicated that the fields are encrypted so that once an individual submits the forms all information that was previously entered is cleared from the system memory.
- The HR Board commended the HR Department for their work on the Wellness Program and On-Boarding Projects.

**Next Meeting:** October 3, 2011, City Hall 5<sup>th</sup> floor large conference room.

**Adjournment:** Meeting was adjourned at 5:24 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres \_\_\_\_\_